

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Office of Logistics Five-Year Plan

FROM: C/LSD/OL
3E14
HQS**EXTENSION****NO.**

OL 2 4000

DATE

02 SEP 1982

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TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. C/P&PS/OL
2G20B

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02 SEP 1982

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:


Chief, Logistics Services Division, OL

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SUBJECT: Office of Logistics Five-Year Plan

REFERENCE: Mult adsee memo dtd 19 Aug 82 fm C/P&PS/OL
same subject (OL 2 3775)

1. As requested in referent, attached is an update of the Five-Year Plan and LSD's objectives for FY 1982-86 (Attachment A). The objective to renovate space and relocate personnel and equipment in support of SAFE has not yet been fully accomplished and will be carried over into FY-83. The MBO to provide a system for more timely and efficient response to space requirements has been included as an FY-83 objective in lieu of FY-84. The remaining objectives have either been accomplished or are being dropped because they are ongoing type activities. Additional objectives to be accomplished within the Division over the next five years have been incorporated into the plan.

2. Attachment B contains milestone charts for each DDA and OL level objective having activities scheduled during FY-83.

3. If additional information is required, please contact

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Att

OL 2 4000

LOGISTICS SERVICES83 84 85 86 87

Renovate space and relocate personnel
and equipment in support of SAFE,
Phase II

*

Provide a system for more timely
and efficient response to space
requirements

*

Establish an automated system for
maintaining stock levels and cost
data covering administrative supplies
in Agency supply rooms

*

Research the feasibility of installing
automated gas pumps at the Motor
Pool Garage

*

LSD support to the Credit Union and
[redacted] Buildings in terms of
courier and shuttle service, establish-
ment and stockage of supply rooms,
routine maintenance support, etc.

*

Takeover management of 01 stock items
from Supply Division

*

Investigate the feasibility of auto-
mating the courier receipt filing,
tracing, and retrieval system as
well as the codeword accountability
system within the Mail & Courier Branch

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ATTACHMENT
B

O - Scheduled
X - Actual

Office: OL/LSD
Objective Statement: Provide a more timely and efficient response to user space requirements
Responsible Officer:
Significant Funding Amount: \$ FY-83
Date Submitted: 1 Sept. 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer Assisted Design & Drafting System												0
Establish requirements for anRFP												0

O - Scheduled
X - Actual

Office: OL/LSD
Objective Statement: Take over management of 01 stock items from OL/SD/SMB
Responsible Officer:
Significant Funding Amount: FY-83
Date Submitted: 1 Sept. 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Determine feasibility of LSD taking over the management of 01 stock items through discussions with Supply Management Branch, SD, OL			0									
Establish a program to cover all possible requirements that may arise to request any and all transactions.												
Complete a wall-to-wall inventory and prepare any adjustments necessary.												
If feasible, implement approved program and commence the Management of Agency OIA Stock.												

O - Scheduled
X - Actual

Office: OL/LSD
Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage
Responsible Officer:
Significant Funding Amount: \$ FY-83
Date Submitted: 1 Sept. 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems				0								
Determine the feasibility of installing automated gas pumps at the Motor Pool										0		
Prepare cost estimates											0	
If feasible, formulate plans for its implementation												0

O - Scheduled
X - Actual

Office: OL/LSD/BSB
Objective Statement: Establishment of an Automated Supply System
Responsible Officer:
Significant Funding Amount: \$ FY -83
Date Submitted: 1 Sept. 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0	0										
Input all data required to administer the automated program.		0										
Verify input against manual records.				0								
On-line operation of automated system.				0								

O - Scheduled
X - Actual

Office: OL/LSD
Objective Statement: Renovate space in support of SAFE, Phase II
Responsible Officer:
Significant Funding Amount: \$ FY-83
Date Submitted: 1 September 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Free up space for Phase II of Project SAFE			0									
Complete backfill of space allocation to the DCI area, DDO, DDA, and DDS&T			0									